



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

DIRECTOR OF ADMISSIONS AND OUTREACH COORDINATOR

JOB DESCRIPTION

Job Summary: The Director of Admissions and Outreach Coordinator will play a strategic role in key aspects of U of D Jesuit's enrollment and marketing efforts. This position will work directly with the Director of Enrollment and School Marketing to ensure the story of the school's mission is told in a powerful, engaging, and consistent manner through student recruitment, outreach, and communication methods. The position works with the Director of Enrollment and School Marketing and the entire department to design and implement the High School and Academy enrollment and marketing plans of U of D Jesuit.

Our Mission: We are a Catholic school in the Jesuit tradition dedicated to academic excellence, forming students to become **Men for Others** with Jesus as the model, and guiding them in the creation of a hope-filled future, all for the Greater Glory of God.

Our Vision: To be the leading school in southeast Michigan for young men and families seeking a community committed to academic excellence and the formation of the whole person.

Our School: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

Application Process: Submit cover letter, resume, and a completed U of D Jesuit Non-Teaching Application form (located at www.uofdjesuit.org/jobs) to the email address indicated on the application form.

U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

Reports to: Director of Enrollment and School Marketing

Employment Category: Full-time, Exempt

Duties and Performance Responsibilities***Director of Admissions (70%)***

1. Build and maintain relationships with prospective students and families throughout the admission process within an assigned geographical area in southeast Michigan.
2. Manage and coordinate prospective student & family events, such as Cub for a Day, Future Cub Nights, regional admissions nights (“Meet and Greets”), testing dates, etc.
3. Assist in processing and reviewing admissions files throughout the year, as well as communicating with applicants and their families during the cycle, keeping them informed of their progress and next steps.
4. Serve as a member of the Admissions/Enrollment Committee.
5. Attend weekly financial aid committee meetings, as scheduled.

Outreach Coordinator (30%)

1. Actively reach out to area schools, parishes, and organizations to establish contact and develop relationships with those institutions with the hope of creating a prospective student pipeline.
2. Promoting U of D Jesuit’s summer enrichment and athletic camps to local organizations and appropriate audiences to help draw prospective students and families to U of D Jesuit.
3. Investigate new markets where U of D Jesuit could expand its reach within southeast Michigan and how the school and start drawing students from a new pool of prospective applicants.
4. In coordination with the Director of Communications and the Director of Enrollment and School Marketing, help develop marketing materials that can be used for outreach purposes, utilizing research to guide the content of materials produced.

All members of the U of D Jesuit Admissions staff assist in the coordination of the following events and activities:

- U of D Jesuit Information Nights
- Coordination of high school/academy entrance exams
- Annual Open House/Academy Open House
- Prospective student “Cub for a Day” visits and parent tours
- New student/parent Welcome/Registration Nights
- Special elementary school recruitment events (i.e. Sports Nights, Special Nights, etc.)
- Work hours may consist of evening and weekend work during special events.

Working together, the Admissions Staff will monitor and manage the recruitment process with prospective students and their families, including:

- Initiate public relations efforts in order to attract students from parochial, charter, public and private schools.
- Handle all inquiries and applications from prospective students.
- Maintain personal files on all prospective students.
- Develop and maintain contact with prospective families throughout the recruitment process.
- Oversee the admission process, including maintaining database and tracking student records.
- Review all admission files and provide recommendations for acceptance.
- Notification of acceptance/rejection of all applicants in a timely manner.

Qualifications and Experience:

1. B.A or higher degree in Marketing, Communications or a related field.
2. Prior experience in secondary admissions preferred.
3. Excellent verbal, written, and interpersonal skills with the ability to communicate at all levels with clarity, courtesy, and tact.
4. Basic knowledge and understanding of Microsoft Office/Google products (or ability to learn).
5. Ability to organize, multi-task, and complete projects with accuracy and on time.

Other Skills and Abilities:

1. Must be willing to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit and develop a passion for the Mission of the School.
2. Comfortable dealing with people over the phone and in person to present the Jesuit story, anticipate concerns and present the U of D Jesuit case with integrity and passion.
3. Ability to plan, coordinate and administer major admissions projects (i.e. Open Houses, visitation days, etc.)
4. Ability to present dynamically to small and large groups of prospective students and their families.
5. Must accept responsibility for reporting any suspicious and/or inappropriate behaviors and follow mandated abuse reporting requirements.
6. Must attend required abuse risk management training.
7. Must adhere to policies related to boundaries with students.

Compensation: Commensurate with qualifications and experience. Full benefits package also included.

Physical Working Conditions:

- Must be able to lift light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift objects weighing 10 to 35 pounds.
- Prolonged periods sitting at a desk and working on a computer.
- May also include prolonged periods of standing or walking outdoors during school related events.

Working Environment:

Regular exposure to favorable conditions such as those found in a normal office. Occasional exposure to unfavorable weather conditions during school related events.

This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.